

केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान
संभागीय कार्यालय, कोलकाता
ई०बी० ब्लॉक, सैक्टर-1, लाबोनी
साल्ट लेक, कोलकाता - 700064



KENDRIYA VIDYALAYA SANGATHAN
An Autonomous Body under Ministry of Education,
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By E-Mail only

To
The Principal
All Kendriya Vidyalaya
Under Kolkata Region

Sub: Local transfer for the year 2023-24.

Madam/Sir,

With reference to the subject cited above this is to inform that local transfer will be taken up in this session (2023-24) on the basis of merit as per the decision taken by the committee to be constituted for the purpose and as per the KVS guidelines. Principals are required to follow the below mentioned steps in order to complete the task in a time bound manner.

- i. Notice for local transfer should be given in the KV's notice board by 17th April 2023. It may also be uploaded in the KV's website.
- ii. Local transfer form (attached herewith) may also be uploaded in the KV's website.
- iii. Parents may be asked to submit three copies of duly filled local transfer forms along with all supporting documents to the KV where the student is presently studying by **04.05.2023**.
- iv. After filling up all the required information sought, Principal (where the child is studying) shall send two copies of the form along with all documents to the concerned Principal (where student wants to get local transfer) within two days of receipt of forms from the parents.
- v. Principal of the KV, where local transfer is sought, shall forward one copy of the application along with all supporting documents to KVS Regional Office, Kolkata on or before **10.05.2023** in one bunch with her/his remarks i.e., Recommended/Not Recommended.
- vi. The forwarding letter should bear the name, class, transfer sought from KV – to KV of the student and arranged in proper serial order.
- vii. Application should not be sent through the parent.

Yours faithfully,

(SANJIB SINHA)
Assistant Commissioner

Encl. Local transfer form.